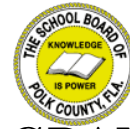


# POLK COUNTY SCHOOLS (PCS)



## NEW EMPLOYEE ORIENTATION (NEO) PROGRAM

The table below provides a brief overview of the District's *New Employee Orientation Program*. If you have additional questions about the Program, please contact the *Office of Recruiting* by calling **863-534-0781**.

| Question   | Answer  |
|--|---|
| Who must complete NEO?   | Since NEO is a <i>pre-employment requirement</i> , all new Polk County School Board employees are <b>required</b> to complete NEO <i>after</i> being hired.   |
| What topics are covered in NEO?  | NEO topics <i>include</i> <ul style="list-style-type: none"> <li>• District Expectations and Policies</li> <li>• District Payroll Services</li> <li>• Personnel Services</li> <li>• Benefits</li> <li>• Wellness</li> <li>• Compliance Health &amp; Safety</li> <li>• Discrimination and Harassment</li> <li>• Ethics and Whistle Blowing</li> <li>• Email and Web Orientation</li> </ul> |
| Where can I complete NEO?  | NEO can be completed on a personal PC or any location where a PC may be accessed (e.g., public library, community agency).  |
| How long is NEO?   | NEO is comprised of 10 sections (including 10 assessments). New employees are encouraged to allot <i>at least</i> 3 hours of uninterrupted time to complete the NEO.  |
| How will a new employee know if he/she has successfully completed NEO?               | New employees are able to view their quiz results at any point throughout the session. Employees must obtain a minimum of 80% on each section quiz. Employees will be given three opportunities to obtain the minimum score.  |
| What is the difference between NEO and the Teacher Induction Program Seminar (TIPS)? | <i>NEO</i> provides information that is pertinent to employment such as compensation information, health issues, Dress Code, etc. <i>TIPS</i> provide teachers with helpful and necessary strategies for classroom success.   |
| How does a new employee register for NEO?  | New employees will receive notification to access and complete NEO from the <i>Application and Registration System (ARS)</i> . New employees are strongly <b>encouraged</b> to complete NEO as soon as possible since they will <u>not</u> be permitted to start work without it.   |
| Can I start work before I complete NEO?  | No. New employees must successfully complete NEO in order to receive a Start Date.  |

*The School Board of Polk County, Florida prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, activities, or employment. If you require any type of accommodation to complete the employment process due to a disability, please call the Human Resource Services Division at (863)-534-0781. If you are deaf or hard of hearing, please contact the Polk County School District by calling Florida Relay Service at 1-800-955-8771.*